

CANCELLATION STATUS REQUISITION REPORT

AWAITING PARTS UNIT

05 February 2002

Objective

The objective of the Cancellation Status Requisition Report is to conduct MILSTRIP follow-up action on requisitions that the originator has requested to be cancelled.

Reference

CNAPINST 4440.2

Background

When a cancellation request (DOC ID AC1) has been sent to the last holding activity the OPTAR funds will be de-obligated when confirmed cancellation status (BQ) is received from that activity. At times a follow-up to the cancellation request (DOC ID AK1) will have to be sent to the last holding activity when the original cancellation request wasn't received. Confirmed cancellation status (BQ) is when the status is listed on the web site at the last holding activity. Additionally, the Inventory Control Point (ICP) may not be able to take action on the cancellation request, therefore the requisition will remain active until received by the customer. When conducting MILSTRIP follow-ups follow the MILSTRIP FOLLOW-UP PROCEDURES. When working the Requisition Listings you will have to take into consideration all of the MILSTRIP entries in order to determine/select the correct course of action. Be aware that action taken on the Requisition Listings may affect the status of the requisition and financials.

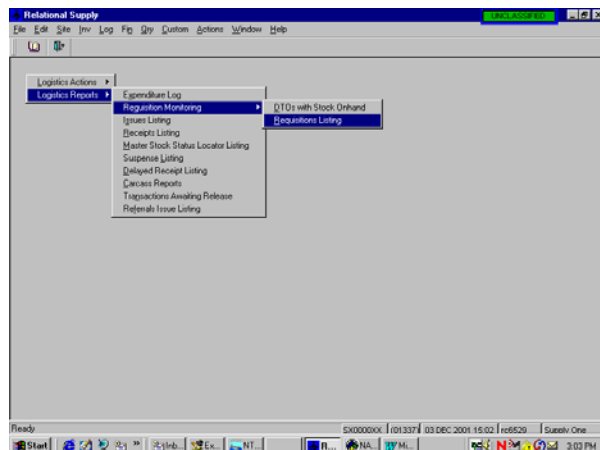
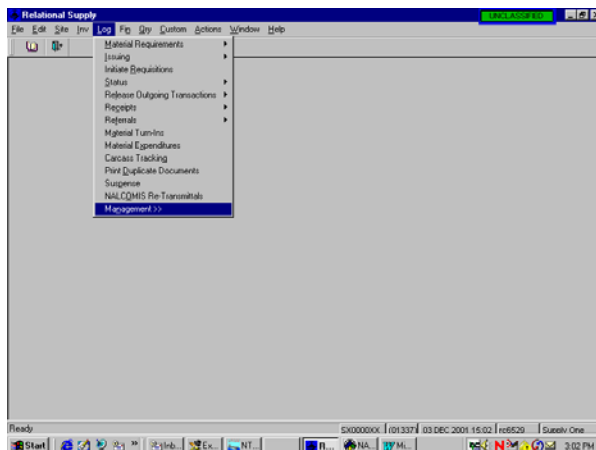


Ensure you read the whole step before you perform the step. Some steps include explanations as to why that step is necessary and some steps have multiple sub-steps.

Buttons are located on the Document Control and the standard toolbar. Icons refer to buttons that are located on pull down menus.

ACTIVE REQUISITION TABLE MAINTENANCE REPORT PRINTING PROCEDURES

1. This report will be printed on a weekly basis by the CCS LPO.
2. On the RSupply main menu, click the <Log> icon and then click the <Management> button. Then click the <Logistics Reports> button, then <Requisition Monitoring> button and then the <Requisitions Listing> button.



3. On the Requisition Listing screen the following data entries will be made:

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a. For AWP Hi-Priority requisitions:

SECTION	OPTIONS	SELECTION
Designate Material	DTO	Click DTO button
Optional	Fund Code	Enter JE (AIRPAC AOM)
Optional	Project Codes	ZC8, BK0, BK1, ZY3, ZQ9
Optional	Days Plus	Enter 1
Status	Cancellation Status	Click Cancellation Status button

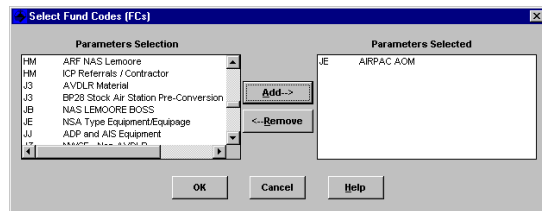
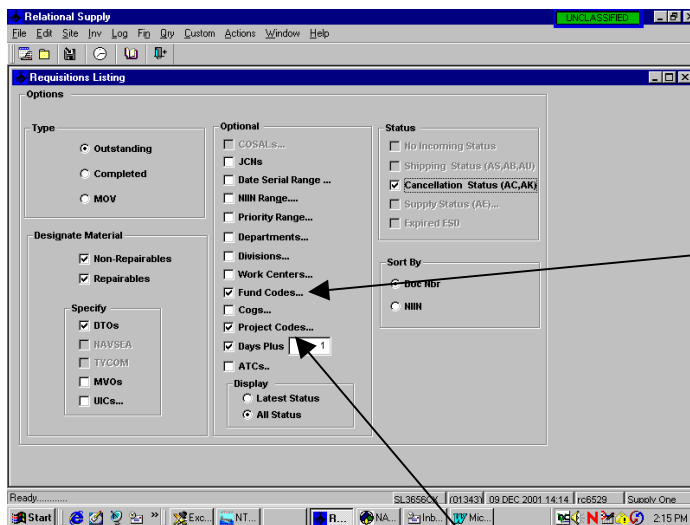
Table 1

b. For AWP Low-Priority requisitions:

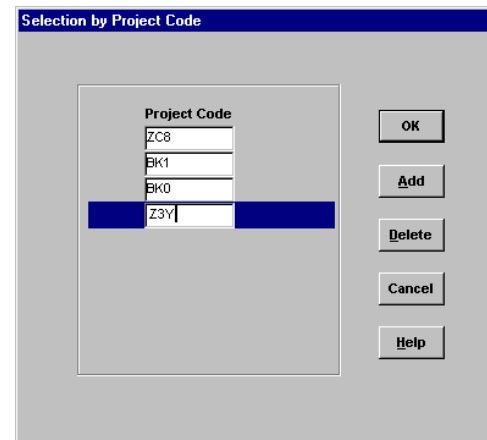
SECTION	OPTIONS	SELECTION
Designate Material	DTO	Click DTO button
Optional	Fund Code	Enter JE (AIRPAC AOM)
Optional	Project Codes	AK2, MK2
Optional	Days Plus	Enter 1
Status	Cancellation Status	Click Cancellation Status button

Table 2

c. The Requisitions Listing screen will have the following options marked:



When you click the Fund Code button you will have to select the desired Fund Code.



When you click the Project Code button you will have to enter the desired Project Codes (five (5) entries maximum).

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- Once the options have been selected, click the <Apply> icon.
- On the "Batch Request Confirmation" screen, click the <OK> button. Then on the NTCSS II Select Printer screen select the printer you want to print on and then click the <OK> button. On the NTCSS PID screen, click the <OK> button.

The image displays two screenshots of a software interface. The left screenshot, titled "Batch Request Confirmation", shows a message "Batch Request Submitted" and "Your Job Number is:" followed by a text box containing "JSL311-1337-298". Below this are four buttons: "OK", "Print", "Cancel", and "Help". The right screenshot, titled "NTCSS II Select Printer", shows a "Printers" section with a "Local" printer list box. Below this is an "NTCSS" list box containing several entries, with "supplyprts in bldg 138" selected. Below the "NTCSS" list is an "NTCSS Default" text box containing "lrsprts". To the right of these lists are controls for "Banner" (a checkbox labeled "Use Banner" which is unchecked) and "Copies" (a spinner box set to "1"). At the bottom right are five buttons: "OK", "Network", "Cancel", "Setup", and "Help".

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ACTIVE REQUISITION TABLE MAINTENANCE PROCEDURES

1. Review the report to ensure that the printed report matches the selected criteria that you entered. On the first page of the report will list the criteria that were selected. **CAUTION:** Requisitions may be listed on several reports if it meets the criteria requirements for that report. For example, if a requisition had an AC1 sent and also has an expired ESD it will be listed on both the Cancellation Status report and the Expired ESD report simultaneously.
2. When an activity submits a MILSTRIP AC1/AK1 DOC ID the Issue Control Point (ICP) will respond with one of the following four status' (The ICP may issue other status updates as appropriate):

STATUS	DEFINITION
BF	No record of DDSN at the indicated issue point (RIC).
BQ	Cancelled due to receipt of cancellation request.
B8	Cancellation not accomplished, DDSN still outstanding.
B9	Cancellation request received, action being taken to cancel.

Table 3

3. Before MILSTRIP action is taken check for updated status in the following systems or web sites to ensure that RSupply has the most current status.
 - a. Check the status in NALCOMIS on the DDSN Inquiry screen. If NALCOMIS has updated incoming status annotate the report with that status and input the current status into RSupply. Follow the MILSTRIP FOLLOW-UP PROCEDURES for posting an AE1 DOC ID. **NOTE:** When NALCOMIS incoming status is more current than RSupply status this is usually due to the storekeeper or clerks posting status in NALCOMIS vice in RSupply.

The screenshot shows the NALCOMIS IMA - [DDSN Inquiry - Basic] window. The window is divided into several sections: Basic, History, NSN Data, Quantity Data, Maintenance Data, and Current Status. The Basic section contains fields for DDSN, DDSN Sub, Pri, Iss Priority, F/C, Sig, Acta Cd, Pk Id, PED/Ph, Org, OAFM DDSN Sup Add, Ref Loc Use, Record DDSN, RDB, and ESD. The NSN Data section contains fields for NSN Ordered, UI, Cag, MCC, AAC, SMIC, P/C, Unit Price, NSN R/C/S, CAGE, Part Number, and RJON. The Quantity Data section contains fields for Ord, ROE, ISSIP, CHG, and Disc. The Maintenance Data section contains fields for MCH, ACN, Org, W/C, BUHO/SEBHO, LSC, LSC DN, LSC Trn, Cap MCH, Rep MCH, LCC, W/C, Latest Status, Chg Cd, and Rt Last Fol Up. The Current Status section contains fields for LSC, LSC DN, LSC Trn, Latest Status, Chg Cd, and Rt Last Fol Up. The status is currently 'REFER'.

- b. If a requisition was referred to N32 check the web site for status. If there is current status, annotate the report with that status and input the current status into RSupply. Follow the MILSTRIP FOLLOW-UP PROCEDURES for posting an AE1 DOC ID. **NOTE:** The POE may have released status but we have not received it via electronic means to date.

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- c. If a requisition was referred to NDZ check the web site for status. If there is current status, annotate the report with that status and input the current status into RSupply. Follow the MILSTRIP FOLLOW-UP PROCEDURES for posting an AE1 DOC ID. **NOTE:** The POE may have released status but we have not received it via electronic means to date.

DOCID	Suffix	RI(From)	NIIN	Qty	Status	RI(To)	LHA	Action Date	Ship Date/ESD	Mode	Details
AR0	-	S9G	007635505QF	1	-	-	-	1341	1340	J	Details
AE8	-	-	007635505QF	1	BA	S9G	-	1340	-	-	Details
A5A	-	S9G	007635505QF	1	-	SDX	-	1340	-	-	Details
A4A	-	SDX	007635505QF	1	-	S9G	-	1339	-	-	Details
AE1	-	-	007635505QF	1	BM	-	SDX	1339	-	-	Details

- 1.) An additional step for consumable items is to verify that there is no record of the requisition at the ICP via WEBCATS. If there is current status, annotate the report with that status and input the current status into RSupply. Follow the MILSTRIP FOLLOW-UP PROCEDURES for posting an AE1 DOC ID. **NOTE:** The POE may have released status but we have not received it via electronic means to date. The following table is provided for information:

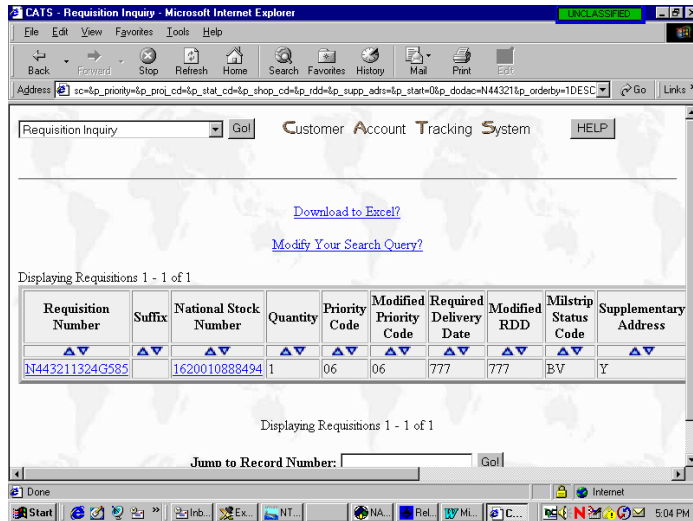
COG	ICP RIC
3G/9G	S9G
3Z/9Z	S9I
3C/9C	S9C
3N/9N	S9E

Table 4

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2.) VLIPS web site may also be checked for current status – DLA, NAVICP-P FISCs and Boeing FIRST (QW4) transmit status to this site.

4. After checking the above systems/web sites and it is determined that there is not a record established in the supply system then “RX” status may be posted in RSupply, follow the MILSTRIP FOLLOW-UP PROCEDURES.
 5. For requisitions that have received status or are established within the supply system, follow the below guidance. **CAUTION:** Verification of status at the last holding activity should be done to ensure that RSupply has the latest status.
 - a. If an AC1/AK1 was sent to an activity and that activity responded with a “BF” status you may consider the requisition cancelled. Forward the request to post “RX” status to the AWP Lead/LPO or the CCS LPO for posting. Posting of “RX” status in RSupply is an administrative cancellation, this will clear the outstanding requisition in RSupply and NALCOMIS. An activity cannot take action on a requisition that it has no record of. Circle the “BF” status and annotate that “RX” status has been posted.
- 1.) Contact the Financial Branch to de-obligate AOM funds.
- b. If an ICP issues “B8” status no other follow-up action can be taken. The ICP will not allow the originator to cancel the requisition, this may be due to the fact that a contract has already been established with the vendor. Circle the “B8” status.
 - c. If an ICP issues “B9” status they are in the process of researching to cancel the requisition. If the issue date of the status is more than 10 days old, send an AK1 MILSTRIP follow-up. The status issue date is the four positions before the status within the MILSTRIP. Circle the “B9” status. If you submit an AK1 MILSTRIP follow-up, annotate the report stating such action.
 - d. If an AC1 MILSTRIP follow-up has been sent and 10 days have past, but no reply to the AC1 has been received, submit an AK1 MILSTRIP follow-up, follow the MILSTRIP FOLLOW-UP PROCEDURES. If you submit an AK1 MILSTRIP follow-up, annotate the report stating such action.
 - e. If the requisition has “BA” status or a DOC ID of AS1 the requisition cannot be cancelled. Circle the status or DOC ID. **NOTE:** The material will be D6A'd upon receipt, post a YE1 in RSupply directing D6A action upon receipt and/or crossed issued to another outstanding requisition. If the material is a RMS item, forward the material to the RMS manager for stocking. Post a YE1 DOC ID in RSupply stating, “No Longer Required (NLR), material turned over to RMS manager.”

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6. At times conducting MILSTRIP follow-up actions do not clear and/or cancel the requisition. If this is the case, contact the appropriate ICP (ESOC or I.M.) and verbally request cancellation. **CAUTION:** Do not post "BQ" status in RSupply until the web site/supply system shows that status, follow the MILSTRIP FOLLOW-UP PROCEDURES when posting status.
7. Contact your Lead or LPO for any additional guidance that you may need.
8. After you have completed follow-up actions and/or completely annotated the report, initial the first page and place the Julian Date next to your initials.
 - a. The weekly report will be routed to the CCD Officer or the ASD LCPO for management review.
9. File the report in the AWP RSupply Cancellation Status Report binder and retain for six (6) months.